



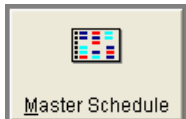

Future Status

Formerly: New Year Initialization



With the advent of the SEOP Module, changes were necessary in the New Year Initialization Process. Previously, future tracks were created only when schools were ready to promote students and begin scheduling for the coming school year. There is now a need to create future tracks and course records for those tracks much earlier. As a result, some functions that were a part of the New Year Initialization Process have been moved to other applications.

Below is a listing of items that were previously a part of the New Year Initialization Process, along with their new location.

<i>Process</i>	<i>New Location</i>
Creation of future Track Records.	 Multiple future track records can be created on an “as needed basis” in the Track Editor.
Copying Track Courses.	 Track Courses can now be copied from any existing track, to any future track, using the new copy feature in Course Selection.
Copying the Master Schedule along with Student Scheduler Rules and Loader Options.	 Master Schedules along with all corresponding Scheduler Rules and Loader Rules/Options can be copied using the copy feature in this module. Note: Two features that were not previously a part of New Year Initialization are incorporated into the new Master Schedule Copy Process. All corresponding Mark Definitions are copied over along with any corresponding Schedule Teams.
Two processes remain, they are:	
Creation of future status records for Faculty.	 The main function of what was New Year Initialization, is now creation of future status. The button for this process has been renamed “Future Status”.
Creation of future status records for Students.	If future tracks have already been created, and the student geocodes are populated, this process can be run to create future status for faculty and students. They can be processed separately or together at the users discretion.

Detailed Steps for New Year Initialization

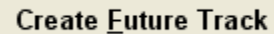


Future Track Creation

Recommended steps.

1. In the track editor make sure the desired school is selected. The school list is enabled if you are logged into the district, otherwise it defaults to the school you are logged into.
2. At this point there are three options. **Option 1** is recommended if you do not wish to enter the calendar at the time you create the track. **Option 2** will most likely be used once for an initial calendar setup for a school and then copied to other tracks within the district. This option allows complete manual entry of the future track. **Option 3** is recommended if you would like to copy a calendar you have already setup to another track, and wish to completely set up your future track.

Option 1) Click the button entitled “**Create Future Track**”. This creates a future track using the highest track year, for the chosen school, as a template.



Example: If a track exists for school year 05/06, 2006 is the highest school year. A future track will be created for 06/07 (Year End 2007).

Option 2) Click the Add button; you may now manually enter all track information including the First Day of the School Year and the Last Day of the School Year.

Note: When using option 2, you will be required to completely validate the track.

Option 3) Click the Add button; enter the Track Code, Description, and Year End; then use the “**Copy From Another Track**” feature.

Code	A	Description	A 708 05/06	Year End	2006
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Note: When using option 3, you should copy over the calendar as part of copy process; failure to do so will leave the track information incomplete. Also, this step will require you to completely validate the track.

3. If using **Option 1**, make certain that the First Day of School Year, and Last Day of School Year fields, are blank to avoid track validation. Click the save button.



If using **Options 2 or 3**, save your changes after the track has been fully validated.



Copy Track Courses

Prerequisites: The future track should have been created previously and there can be no records on the target track. The copy process copies all course records from one track to another.

1. In the Course Selection Module, select the track from which you wish to copy your course records.

Track

2. Click the “Copy Track Courses” button.

Copy Track Courses

3. On the Copy Screen, choose the track you wish to copy to, then click “Copy”.

4. You will get a message stating that the courses were successfully copied. Click “ok”, click “Quit” on the copy screen and then “Save”.

Save

Copy Track Courses

Copy from track

To track

Copy **Quit**



Create Future Status Faculty/Students

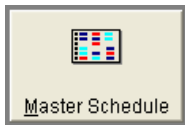
Prerequisites: The future tracks for all feeder schools should have been created previously and geocodes need to be verified for all students.

Note: This application now has only two options, create future status for faculty and create future status for students. Although most users will run both process together, it is possible to run just one or the other. If, for example, one wanted to begin work on a master schedule but did not want to promote the students, just the faculty promotion could be run.

1. Check the box next to the process (es) (Faculty, Student or both) that you wish to run.
2. Click the Continue button.

☐ **Create Next Year's Faculty Status Records**

☐ **Create Next Year's Student Status Records**



Copy Master Schedule

Prerequisites: The future track should have been created previously, course records should have been selected/copied in the Course Selection module for the future track, and the faculty should be promoted. Also, if a master schedule exists on the track to which you are copying, the copy will not be allowed.

Note: The Master Schedule Copy process copies over only those courses where there is a corresponding course record, and a future status record for the faculty member to whom the course is assigned, on the track to which you are copying.

Examples: If in your current year master schedule you have several sections of course “3000 Biology”, but this course is not selected on your future track it will be ignored by the copy process. Also, if course 6000-1 is assigned to Mr. Smith in the current master schedule, and Mr. Smith has not been promoted (i.e. does not have a future status record) course 6000-1 will be ignored by the copy process.

1. From the Master Schedule editor, use the “vcr” buttons or the “List” button to select the track from which you desire to copy.

2. Click the “Copy Schedule” button.

Copy Schedule

3. On the Copy Screen, choose the track you wish to copy to, then click “Copy”.

4. You will get a message stating that the Master Schedule was successfully copied. Click “ok”, click “Quit” on the copy screen and then “Save”.

Save

A dialog box titled "Copy Master Schedule" with a blue header bar and a red close button. It contains two text input fields. The first field is labeled "Copy from track" and contains the text "A (A 708 02/03)". The second field is labeled "To track" and contains the text "A (A 708 03/04)". Below the fields are two buttons: "Copy" and "Quit". The "Copy" button has a dashed border, and the "Quit" button has a solid border.